

Public

Meeting: **March 25, 2019**

Agenda
Item: **Board Staff policy**



Recommended Motion

That the Board find compliance with the Board Staff policy.

Policy Provisions:

Without limiting the foregoing the Executive Director shall not:

1. Allow for meetings to be unsupported.

Executive Director's interpretation

Providing support to all Board meetings is the key function of Board staff. Support for meetings involves the following activities: developing agendas with the input of the Board and the Chief of Police and members of the DRPS; coordinating presentations by DRPS members, external stakeholders and deputations by citizens; reviewing and analyzing reports submitted by the Chief of Police and correspondence directed to the Board; conducting research, drafting reports and providing advice related to the Board's governance and oversight responsibilities; ensuring the organization and distribution of materials in advance to provide sufficient time to review; recording the minutes; and ensuring the Board's decisions are communicated to the appropriate audiences.

Data in Support

The Board held ten regular meetings and five special meetings in 2018. The Negotiations Committee and the Strategic Policy and Planning Committee convened once each, and the Finance Committee and the HR Committee met twice. Presentations and deputations by external groups and citizens were arranged effectively and adequate support was provided for all meetings.

Therefore, I report compliance with this provision.

2. Fail to advise the Board regarding its decisions and processes.

Executive Director's Interpretation

It is the responsibility of the Executive Director to ensure that the Board is furnished with the appropriate information and advice to exercise effective governance and oversight of the Police Service. This information is gathered through independent research, by reviewing and analyzing reports and other materials produced by the DRPS, other Police Services, academics and think-tanks, the provincial and federal governments, and community stakeholders, and by building constructive relationships throughout the police sector. The scope of the advice covers all governance and oversight matters and responsibilities conferred upon the Board through the *Police Services Act*, other relevant legislation, and additional duties assigned by the Board to the Executive Director.

Data in Support

The Executive Director advised the Board on numerous issues during 2018, including the following: monitoring reports from the Chief of Police covering aspects of the management of the Police Service and compliance with Board policy and objectives; progress related to the 2017-19 Business Plan and the Diversity, Equity and Inclusion Strategic Plan; a lengthy number of labour relations matters; the implementation of the new Regulation and corresponding policy on the collection of identifying information; and changes to Provincial legislation governing policing. The advice provided has been complemented by thorough research and consultation.

Therefore, I report compliance with this provision.

3. Fail to provide for financial planning, operations and reporting of the Board's governance budget.

Interpretation of the Executive Director

The effective management of resources requires diligent planning, adherence to procedure and timely reporting. The Board budget is established as part of the budget process for the Police Service and involves a review of previous years' expenditures and considers the current environment as a predictor of future costs. The Board office receives monthly reports to enable the tracking of expenses and requisite planning for contingencies. The Executive Assistant attends to all accounts payable and receivable and ensures appropriate coding of expenses in consultation with Police Service staff. The Board's budget is identified in the budget documents submitted to and approved by the Board and Regional Council.

Data in support

The Board's annual budget for 2018 was \$569,535. At the end of the year, the actual expenses were slightly over budget, at \$572,187. Most of the accounts were close to

the budgeted amount with legal fees being over by the widest margin, among accounts with a substantial value.

Therefore, I report compliance with this provision.

4. Fail to Manage the Unclaimed Money and Property Fund, including banking and authorizing disbursements of not more than \$5,000 or one donation per charity per year while maintaining a minimum fund balance of \$10,000.

Interpretation of the Executive Director

This provision addresses money and property in the possession of the Service in accordance with sections 132 and 133 of the *Police Services Act*. The Board is permitted to dispense these funds in the public interest, and has adopted a policy entitled "Management of the Unclaimed Money and Property Account" to guide disbursements in this regard. The Executive Director is authorized to approve a donation up to \$2,000, and the Board's approval is required for any donation larger than this amount.

Data in Support

Disbursements from the Unclaimed Money and Property Account are consistent with Board policy, and a summary of all disbursements is included at each monthly Board meeting. A yearly cumulative report is included with this report. The total amount disbursed in 2018 was \$119,321, with \$75,685.37 deposited into the account. In 2017, the level of disbursements was similar, at \$125,131, though deposits were substantially lower at \$39,585.23. All donations over \$2,000 were approved by the Board and the balance of the account is above the \$10,000 amount required by policy. An independent audit of the account is conducted annually, and the most recent results were reported to the Board in April 2018. A review of the account to ensure its sustainability is also completed by the Executive Director in the fall of each year and presented to the Board.

Therefore, I report compliance with this provision.

5. Fail to coordinate Board member training

Interpretation of the Executive Director

The requirement for Board members to undergo training is stated in Regulation 421/97 under the *Police Services Act* as follows: "Board members shall undergo any training that may be provided or required by them by the Solicitor General". The Board's Code of Conduct Policy states explicit adherence to this Regulation. There is currently no training provided by the Ministry, nor is any training identified by the Ministry as a

requirement. Recognizing the important responsibilities that are invested in Board Members, however, the Ontario Association of Police Services Boards (OAPSB) offers ongoing training to its members at its annual conference and at a seminar each Fall.

Data in Support

All Board members have been given the opportunity to attend the OAPSB's training sessions which are held immediately prior to its Annual Meeting and Conference, and access to online training has been shared with the Board. An orientation package is also provided to all new Board members upon their arrival, and arrangements made to ensure appropriate briefings and sessions.

Therefore, I report compliance with this provision.

6. Allow the Board to lack representation with the Ontario Association of Police Services Boards and the Canadian Association of Police Boards, and at local events.

Interpretation of the Executive Director

This provision requires that Durham Board maintains a visible and viable presence locally, provincially and nationally to communicate its positions and interests and to ensure that it is well informed of developments affecting policing. This provision also ensures that the Board is engaged with local stakeholders to promote community based policing and enhance community trust.

Data in Support

The Board is a member of both the Ontario Association of Police Services Boards and the Canadian Association of Police Governance (formerly the Canadian Association of Police Boards, now known as the CAPG). Former Chair Wilson attended the CAPG conference in August 2018, and the Executive Director and the former Chair attended the OAPSB Fall Labour Seminar. The Executive Director also participated in webinars hosted by the CAPG. The Executive Director participated at various meetings as a representative of the Big 12 Polices Services and as a member of the Emergency Services Steering Committee (ESSC) and the ESSC leadership group. This group of municipal representatives collaborate to address the escalation of costs in the emergency services sector. Board representatives also participated at local activities such as the long service awards dinner, the Police Appreciation Dinner, the Auxiliary member recognition dinner, the DRPA retirement dinner, and numerous events held in support of charitable organizations. Board staff will continue to identify opportunities for the Board to demonstrate visibility to the community.

Therefore, I report compliance with this provision.

7. Fail to manage Board staff performance

Interpretation of the Executive Director

The Board office is staffed by the Executive Director and the Executive Assistant. The Executive Director is responsible to manage the performance of the Executive Assistant. The management of staff performance is based upon the principle of continuous improvement, and the service standard expected of Board staff is excellence.

Data in Support

The performance of the Executive Assistant is managed on an ongoing basis, and includes both a formal assessment once a year by the Executive Director and continuous feedback informally. The Board approved the 2018 staff evaluations at the February 2019 Board meeting.

Therefore, I report compliance with this policy provision.

8. Fail to provide semi-annual monitoring reports regarding this policy.

Interpretation of the Executive Director

Two reports to the Board covering all aspects of this policy are to be submitted to the Board.

Data in Support

Reports on this policy are provided in September and March each year.

Therefore I report compliance with this provision.

Based on the above, I report overall compliance with this policy.



Bill Clancy
Executive Director

Attachments: Board Budget to Actual Financial Report – 2018
Unclaimed Money and Property Account – 2018 Donations

REGIONAL MUNICIPALITY OF DURHAM

Business Unit: DURHM

Fiscal Year: 2018

Period ending date: 2018-12-31

Request: MDP18007

Layout name: DURMDP_BUD TO ACT BY ACC

Police Services Board
9080000000

	Account	Budget \$	Actual YTD \$	%
Salary/Wages - Full time	700010	205,779	207,674	101
Salary/Wages-Temp + Part time	700020	-	-	N/A
Posting Rank	700030	-	-	N/A
Vacation Pay	700040	-	-	N/A
Back Pay Lump Sum	700050	-	-	N/A
Statutory Holiday Premium	700060	-	-	N/A
Overtime	700075	13,768	4,977	36
Aid Duty	700085	-	-	N/A
Shift Differential	700100	-	-	N/A
SI Compensation Costs	700130	-	-	N/A
Board Members Fees-Honorariums	700140	67,348	61,100	91
Payroll Deductions	701015	55,527	56,434	102
Life Insurance	701110	-	-	N/A
Past Retirement Benefits	701150	-	-	N/A
Payroll Recoveries	702010	-	-	N/A
PAYROLL HCM		342,422	330,185	96
SIB current claim res fund	520029	440	424	96
Past Employment Benefit Costs	520035	1,098	1,061	97
ALL RESERVE TRANSFERS		1,538	1,485	97
Conferences	703010	31,200	25,967	83
Travel Allowance	703040	700	516	74
Per Diem Allowance	703045	-	-	N/A
Education & Training	703050	3,600	4,872	135
Memberships & Dues	703060	11,505	11,587	101
Uniforms & Protective Clothing	703120	-	-	N/A
Labor Relations Expense	703130	-	-	N/A
PERSONNEL RELATED		47,005	42,942	91
Printing & Reproduction	704010	1,195	-	-
Books, Magazines, Catalogues	704020	1,000	24	2
Postage	704040	-	-	N/A
Advertising	704050	-	-	N/A
Telephones & Pagers	704060	-	-	N/A
Radio Communications and GPS	704065	-	1,903	N/A
Community Relations	704070	-	-	N/A
External Printing & Reproduction	803110	-	566	N/A
Section Charges In-house	803135	-	-	N/A
COMMUNICATION		2,195	2,493	114
Office Materials & Supplies	705010	996	596	60
Ammunition	705050	-	-	N/A
Auto Materials & Supplies	705070	-	-	N/A
Program Materials & Supplies	705080	31,600	18,944	60
Technical Materials & Supplies	705090	-	-	N/A
APPLIES		32,596	19,540	60
Food	705220	-	-	N/A
HOOD		-	-	N/A
Electricity	705371	-	-	N/A
Gas & Fuel Oil	705372	-	-	N/A
Utility-Water & Sewer	705373	-	-	N/A
UTILITIES		-	-	N/A
Headquarters Shared Costs	706530	-	-	N/A
2 SHARED COSTS		-	-	N/A

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 Fiscal Year: 2018
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 Report Request: MDP18007
 Output name: DURMDP_BUD TO ACT BY ACC

Police Services Board
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Account	Budget \$	Actual YTD \$	%
Hardware-Software Maintenance	707010	-	N/A
Computer Software-under \$1000	707030	-	N/A
Software Licences	707050	-	N/A
COMPUTER MTCE & OPER		-	N/A
able TV	708015	-	N/A
Washing & Laundry	708030	-	N/A
MATERIALS & SERVICES		-	N/A
Building Maintenance	709050	-	N/A
BUILDING & GROUNDS OPERATIONS		-	N/A
Equipment Maintenance Repairs	709220	-	N/A
Equipment Rentals	709230	-	N/A
EQUIPMENT MAINTENANCE & REPAIR		-	N/A
Vehicle Maintenance & Repairs	709410	-	N/A
Vehicle Insurance - Repairs	709415	-	N/A
Vehicle Insurance-WriteOff	709420	-	N/A
Vehicle Gas & Diesel	709425	-	N/A
Vehicle Rentals	709440	-	N/A
Vehicle Licenses	709450	-	N/A
VEHICLE OPERATIONS		-	N/A
Municipal Debenture-Interest	521200	-	N/A
Municipal Debenture-Principal	521210	-	N/A
Interest Charges Interest	716100	-	N/A
Interest Charges Principal	716200	-	N/A
INTEREST CHARGES		-	N/A
Professional, Tech, Consulting	726010	10,200	3,765
Financial Audit Fees	726020	-	N/A
Legal Fees	726040	133,579	171,777
PROFESSIONAL SERVICES		143,779	175,542
Informational Services	728080	-	N/A
UNTRACTED SERVICES		-	N/A
Property Rental	730050	-	N/A
LEASED FACILITIES EXPENSES		-	N/A
Insurance	735400	-	N/A
Work Charges	735510	-	N/A
ANCIAL EXPENSES		-	N/A
Computer Hardware Infra	714204	-	N/A
Computer Software	714205	-	N/A
Computer Machinery and Equipment	714206	-	N/A
COMPUTER ASSETS & EQUIPMENT		-	N/A
Minor Renovations-Building	714340	-	N/A
MINOR REPAIRS & RENOVATIONS		-	N/A
Contribution to Capital Project Res	521403	-	N/A
CONTRIBUTION TO RESERVE FUNDS		-	N/A
Local Admin Payroll Charge	839005	-	N/A
Local-MapleGroveSLA Mtrl Chrg	839140	-	N/A

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Account	Budget \$	Actual YTD \$	%
CHARGES FROM RELATED ENTITIES	-	-	N/A
Fin-Fin App Serv Pysl Charge	800050	-	N/A
Legal POA Mtrl Recovery	841007	-	N/A
INTER DEPARTMENTAL TRANSFERS	-	-	N/A
Contrib to Capital Fund	535800	-	N/A
Cap Contrib-Communi Ntwrk-New	538030	-	N/A
Cap Contrib-Comp HardInfra-New	538040	-	N/A
Cap Contrib-Mach & Equ-New	538060	-	N/A
Cap Contrib-Furn& Fixtures-New	538070	-	N/A
Cap Contrib-Leasehold Imps-New	538080	-	N/A
Cap Contrib-Vehicles-New	538090	-	N/A
Cap Contrib-Bldg Improve-Repl	538220	-	N/A
Cap Contrib-Comp HardInfra-Rep	538240	-	N/A
Cap Contrib-Mach & Equ-Repl	538260	-	N/A
Cap Contrib-Furn Fixtures-Rep	538270	-	N/A
Cap Contrib-Vehicles-Repl	538290	-	N/A
Recov Res-Res Funds - Capital	545811	-	N/A
TCA	-	-	N/A
GRAND TOTALS	569,535	572,187	100
Provincial Subsidy	440000	-	N/A
Provincial Subsidy-One Time	440001	-	N/A
ProvSub-CPP Grant	440900	-	N/A
ProvSub-SCOOPP Grant	440901	-	N/A
ProvSub-Ride Grant	440902	-	N/A
ProvSub-DRAVIS	440903	-	N/A
ProvSub-ExtraJudicial Measures	440904	-	N/A
ProvSub-StratgyProtectChild	440905	-	N/A
ProvSub-Youth in Policing	440907	-	N/A
ProvSub-Court Security	440912	-	N/A
Revenue from OPG	443815	-	N/A
Pay Duty Wages	443816	-	N/A
Pay Duty Admin Fees	443817	-	N/A
Pay Duty Cruiser Fees	443818	-	N/A
Great Blue Heron	443900	-	N/A
Immigration Fingerprinting	443910	-	N/A
Disclosure	443920	-	N/A
False Alarm Fees	443930	-	N/A
Prisoner Escort	443940	-	N/A
Fees Charged to Other Services	443950	-	N/A
Destruction of Fingerprints	443960	-	N/A
Criminal Information Requests	443970	-	N/A
Incident and Accident Requests	443980	-	N/A
Restitution for Damages	443981	-	N/A
FOI Fee and Recovery	443990	-	N/A
Rental Revenue	447200	-	N/A
Donations	447310	-	N/A
Miscellaneous Revenue	447420	-	N/A
Auction Proceeds	447490	-	N/A
Revenues from Other Municipal	447910	-	N/A
911 Merg Serv Pysl Recovery	849000	-	N/A
NextGEN Mtrl Recovery	849105	-	N/A
REVENUES & RECOVERIES	-	-	N/A
NET EXPENSES	569,535	572,187	100

		A	B	C	D	E	G
2018 UNCLAIMED PROPERTY FUND - DISBURSEMENTS							
1	2	Date	Recipient	Amount	Charity		
3	1-Jan	Durham Regional Crime Stoppers		\$5,000.00	To help fund program which brings together cooperative efforts of police, media and community in the fight against crime for 2018		
4	1-Jan	Municipality of Clarington		\$1,000.00	To support continued growth and development of arts and culture in the Municipality of Clarington		
5	15-Jan	ProAction Cops & Kids		\$10,000.00	4th of 5 Installments (2015-2019)-5 Year Agreement-To support DRPS officers in their work with local youth		
6	9-Jan	Hearth Place Cancer Support Centre		\$1,750.00	To support Hearth Place Cancer Support Centre for families living in and around Durham Region		
7	2-Jan	Catholic Family Services of Durham		\$1,000.00	To provide much needed counselling and support to over 2400 community members each year		
8	15-Jan	Big Brothers Big Sisters South-West Durham		\$2,000.00	To benefit and enhance the lives of young people throughout the Durham Region		
9	5-Feb	Big Brothers Big Sisters North Durham		\$1,000.00	To inspire children & youth to have greater social consciousness helping young minds grow into leaders.		
10	13-Feb	Boys & Girls Club of Durham		\$2,000.00	To help children, youth and families who need it the most		
11	13-Feb	VON Durham Hospice Services		\$2,000.00	Support individuals facing advanced illness and death and bereavement services to those struggling with the loss		
12	13-Feb	Horizon House		\$2,000.00	In support for abused women and their children through education, working towards a safer community		
13	13-Feb	Roger Anderson Charity Classic		\$4,500.00	To benefit and enhance the lives of young people throughout the Durham Region		
14	13-Feb	Their Opportunity Minor Sports Corp		\$2,500.00	Reaching kids before they need to be rescued		
15	14-Feb	YWCA Durham		\$1,500.00	To raise funds that go directly towards programs and services at Y's Wish Shelter		
16	28-Feb	Precious Minds		\$900.00	Support summer camp programs for children & youth with developmental challenges		
17	7-Mar	Lakeridge Health Foundation Golf Classic		\$4,000.00	To benefit the highest priority needs of Lakeridge Health -critical and life saving equipment needed		
18	7-Mar	ProAction Cops & Kids (ISN Annual Charity Golf Tourney)		\$2,000.00	In support of ProAction Cops & Kids		
19	19-Mar	MADD Durham Region Chapter		\$1,400.00	Funds raised go directly back into the community through initiatives such as Project Safe Prom, Awareness ads and education,		
20	19-Mar	Frontenac Youth Services Head Office		\$1,000.00	Victim Support and DRPS Ride program		
21	19-Mar	Township of Brook		\$810.00	To support kids and their families with mental health concerns		
22	19-Mar	Habitat for Humanity Durham		\$900.00	To assist local non-profit organizations with youth oriented projects		
23	19-Mar	Community Living Oshawa / Clarington		\$1,500.00	In support of Habitat for Humanity of Durham		
24	21-Mar	WMRCC of Durham		\$1,200.00	To help provide support for children and adults with developmental disabilities and their families in our community		
25	28-Mar	Memorial Hospital Foundation - Bowmanville		\$1,500.00	To provide counselling and support to Women's Multicultural Resource and Counselling of Durham		
26	3-Apr	Carea Community Health Centre		\$1,996.00	Health Bowmanville		
27	4-Apr	The Durham District School Board -Racing Against Drugs Durham		\$1,000.00	Oshawa Mayor's Golf in support of Carea Community Health Centre		
28	10-Apr	JACC (Jennifer Ashleigh Children's Golf Classic)		\$2,500.00	choices; commitment to personal safety		
29	10-Apr	Ontario Shores Foundation for Mental Health		\$5,000.00	For seriously ill, financially disadvantaged children and their families		
30	10-Apr	Bowmanville Hospital Foundation		\$3,500.00	In support of Mental Health		
31	2-May	Township of Uxbridge		\$1,200.00	To support the redevelopment and expansion project for Bowmanville Hospital		
32	15-May	Boys & Girls Club of Durham (2nd Donation for 2018)		\$2,000.00	To support non-profit organizations & individuals seeking financial assistance for various activities or events		
33	28-May	Simcoe Hall Settlement House		\$315.00	To help children, youth and families who need it the most		
34	31-May	United Way Durham Region		\$500.00	For less advantaged elementary school aged children who rely on and benefit from Sun Fun Day Camp		
35	12-Jun	Ontario Philharmonic		2,000.00	Back to School Backpack Program		
36	12-Jun	Pickering Mayor's Gala		\$6,000.00	Random Acts of Music; Teddy Bear Series		
37	27-Jun	Station Gallery		\$1,000.00	Funds supporting the Rouge Valley Ajax and Pickering hospital		
38	6-Jul	Victory Neighbourhood Services Inc		\$500.00	In support of the Station Gallery Art Program		
39	11-Jul	Township of Scugog		\$600.00	Teaching, Mentoring, and Supporting the youth in the community		
40	23-Jul	Carea Community Health Centre		\$500.00	Assist youth - camps, programs, bursaries		
41	7-Aug	WindReach Farm		\$2,000.00	School Backpack Program		
42	4-Sep	DRP Children's Games		\$1,000.00	Funds to support physical, psychological & intellectual challenges		
43	12-Sep	Special Olympics Ontario		\$2,500.00	In support of the Durham Regional Police Children's Games hosting 75 athletes; 100 volunteers & 150 Family members		
44	12-Sep	Victim Services of Durham Region		\$4,250.00	To support individuals with an intellectual disability through the Law Enforcement Torch Run for Special Olympics		
45	12-Sep	PADAN		\$2,000.00	Financial support to fund volunteer events		
46	12-Sep	Regional Municipality of Durham Ontario Paraports 2019		\$15,000.00	To support the Durham Regional Police Service and the significant contribution it makes towards public safety and security		
47	29-Oct	Community Living Ajax Pickering Whitby		500.00	Ontario Paraports Durham Region 2019		
48	28-Nov	A Gift of Art - Newcastle Art Show		\$500.00	In Support for individuals who have developmental disabilities		
49	10-Dec	Durham Region Transit		\$5,000.00	To fund enhanced features for special needs for Newcastle Art Gallery		
50	10-Dec	Grandview Kids		5,000.00	New Year's Eve Free Ride		
51	10-Dec	The Denise House		2,500.00	For Children and youth with special needs		
52	10-Dec	Durham Pride Prom - Carea Community Health Centre		1,000.00	Women's Shelter and Support Services - 35th Anniversary		
53	19-Dec	Durham College Bursary		\$1,500.00	High School students who identify themselves as (2SLGBTQ)		
54	19-Dec	UOIT - DRPSB Endowment Fund		\$1,500.00	College Bursary		
55	TOTAL			\$119,321.00	Endowment		